

LOCAL INSTRUCTIONS FOR BILL OF COSTS

Docket No.: _____

Short Title: _____

Dear Counsel or Pro Se Litigant:

If you desire to file a bill of costs, enclosed is a form which you should use. Your bill of costs must be:

1. Served
2. Filed within fourteen (14) days after entry of judgment with proof of service.
3. Verified
4. Clerk as to the number of copies which comprise the printer's unit.
5. Accompanied by printer's bills, which must include minimum charge for printer's unit
 - a. of a page
 - b. of a cover
 - c. of footlines by the line
 - d. of an index and table of cases by the page
6. Only for the number of necessary copies inserted in enclosed form
7. For actual costs at rates not higher than those generally charged such work in the area where the Clerk's Office is located, otherwise subject to reduction.
8. Devoid of such items as postage, delivery charges, service charge, overtime and author's alterations.
9. One copy shall be filed with the original.

Very truly yours,

ROSEANN B. MACKECHNIE
Clerk of Court

By: _____
Deputy Clerk